

# **Commute Trip Reduction Manual**

M 3016.00



**Washington State  
Department of Transportation**

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**Washington State  
Department of Transportation**

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## Contents

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	Page
<b>Section 1</b>	
<b>How Does Commute Trip Reduction Affect Me?</b>	1-1
Why Should I Use Alternative Commute Options?	1-2
Financial Benefits	1-2
Health Benefits	1-2
Environmental Benefits	1-2
Community Benefits	1-3
What are the Goals of WSDOT's CTR Program?	1-4
<b>Section 2</b>	
<b>What Are My CTR Options?</b>	2-1
WSDOT's FlexPass	2-2
Who Is Eligible For A FlexPass?	2-2
What Do I Have To Do If I Accept A FlexPass?	2-2
How Does the FlexPass Work?	2-3
Frequently Asked Questions About the FlexPass	2-4
Transit and Vanpool Subsidy Program	2-5
Definition of Vanpool	2-5
Transit/Vanpool Subsidy Payment Options	2-5
IRS Rules	2-6
Incentive Program for Bikers, Walkers, and Carpoolers	2-7
Carpool, Bike, Walk Incentive Payment Process	2-7
Definition of a Carpool	2-7
Bicycling and Walking	2-8
Other TDM Programs, Services, and Information	2-9
Fleetrider Program	2-9
Fleetrider Carpool and Vanpool Cost Example	2-9
Alternative Work Schedule Program	2-10
Telework Program	2-11
Guaranteed Ride Home Program	2-11
Business-Related Trips	2-12
Ridematching	2-13
Preferential Parking	2-13
Showers/Lockers/Bicycle Facilities	2-13
Promotional Activities	2-13
Ferry "Fast Lane"	2-13

	<b>Page</b>
<b>Section 3</b>	<b>How Do I Sign Up?</b>
	3-1
	Who Do I Contact If I Have Questions?
	3-1
	What is the “60/60” Eligibility Rule For Financial Subsidies/Incentives?
	3-2
	60/60 Rule
	3-2
	Four Exceptions to the 60/60 Rule
	3-3
	How Flexible is the CTR Program?
	3-3
	Tracking the CTR Program
	3-4
	CTR Programs Differ From Worksite to Worksite
	3-5
<b>Section 4</b>	<b>CTR Funding History</b>
	4-1
<b>Section 5</b>	<b>WSDOT Parking Policy Guidelines</b>
	5-1
	What is Required?
	5-1
	Visitor Parking
	5-1
	American’s with Disabilities Act (ADA) Compliant Parking
	5-1
	HOV Parking
	5-2
	Bicycle or Non-Motorized Parking
	5-2
<b>Appendix A</b>	<b>CTR Registration Form</b>
	Appendix A-1
<b>Appendix B</b>	<b>Monthly CTR Tracking Sheet</b>
	Appendix B-1

2:P65:DP/CTR

As a strategy to improve our quality of life, reduce congestion, reduce fuel consumption, and increase air quality, the state legislature passed the Commute Trip Reduction (CTR) law (RCW 70.94.524-551) in 1991. The CTR law requires employers with 100 or more employees to develop programs encouraging employees to find alternatives to driving alone to work. The Washington State Department of Transportation (WSDOT) is an affected employer under this law and must offer programs to **reduce employee single-occupant-vehicle (SOV) commute trips and vehicle-miles-traveled (VMT) 35 percent by 2005 at all affected sites.**

The WSDOT Travel Demand Management (TDM) Office, which includes CTR, also recognizes its leadership role in designing and modeling sound TDM strategies. In response the department has developed a progressive employee transportation subsidy program and continues to develop new policies to help employees choose commute alternatives to driving alone.

*“WSDOT is dedicated to CTR as it is one of the strategies to provide solutions to the transportation challenges we are facing. Our successful internal CTR program is one example of our strong commitment to CTR and TDM.”*

Sid Morrison, Secretary, Washington State Department of Transportation

## **Why Should I Use Alternative Commute Options?**

Using alternative commute options reduces stress, saves money, and helps the environment. The following are some examples of direct and tangible benefits.

### ***Financial Benefits***

Many underestimate the true cost of commuting alone in a car and the potential savings when sharing the ride. Based on 1998 data from the American Automobile Association (AAA), the **average cost of driving is 41 to 57 cents per mile** depending on the model and make of the car and total miles driven per year. This means that a 20 mile, round trip commute costs \$8.20 to \$11.40 per day and \$164 to \$228 per month. In addition, some WSDOT sites have parking fees which could be shared or eliminated by participating in CTR.

### ***Health Benefits***

Even if an employee commutes within, to, or from a metropolitan area, rush hour commutes in small communities are becoming increasingly congested and stressful. **CTR participants could be sitting in a bus, van, or carpool relaxing** and winding down instead of arriving home white-knuckled and exhausted.

CTR provides an opportunity to maximize time and improve health. Walk to the bus stop. Walk or ride a bike to work. Overall commute time may increase, but commuting by bike or walking eliminates the worry of rushing to health clubs before or after work. What better motivator to stick to the routine than having to get to work every morning?

### ***Environmental Benefits***

Sharing the ride makes good environmental sense. The average vehicle emits approximately 24 grams of carbon monoxide and 2.5 grams of volatile organic compounds (VOCs) each mile driven.

So, 20 miles of driving in the average vehicle produces about one pound of CO. **An estimated 77 percent of all CO emissions are attributable to personal transportation.** Exposure to CO in low concentrations over long periods of time can interfere with the blood's ability to absorb oxygen, cause fatigue, make some heart conditions worse, and cause migraine headaches.

When VOCs and NO<sub>x</sub> mix with sunlight, they form ground level ozone [VOCs + oxides of nitrogen (NO<sub>x</sub>) + sun light = OZONE]. Ground level ozone damages lung tissue and aggravates respiratory diseases. Approximately 90 percent of ground level ozone inhaled into the lungs is never exhaled. Young children are especially susceptible to lung tissue damage caused by ground level ozone.

Ground level ozone also contributes to the build up of "green house gases" which act like glass, trapping heat in and reflecting it back, warming the earth. The green house effect occurs naturally and helps keep the earth warm enough to support life. However, the concern surrounding the green house effect is that we may be causing the natural green house effect to increase and warm the earth even more.

In addition to air quality improvements, sharing the ride or using other alternative modes of transportation could indirectly and directly help improve water quality by decreasing the amount of pollutants washing into our waterways. WSDOT estimates that costs of transportation-related water pollution due to runoff and flood control range from 0.002 to 0.005 cents per VMT.

### ***Community Benefits***

Sharing the ride or choosing a non-motorized commute option will **help preserve scarce energy resources, reduce congestion, enhance the quality of life, and reduce tax dollars** needed to maintain and improve local and state transportation infrastructure.



## **What are the Goals of WSDOT's CTR Program?**

WSDOT's CTR program implements effective alternative transportation options to meet the following goals:

- Reduce single-occupant-vehicle trips and vehicle-miles-traveled to comply with the CTR law;
- Reduce fuel consumption, air pollution, and traffic congestion;
- Provide viable alternative transportation choices for employees;
- Create a desirable work environment to enhance employee morale, productivity, and recruitment;
- Provide leadership in TDM to the private and public sector; and
- Create model TDM/CTR programs.

Through CTR, WSDOT assists agency employees in finding alternative transportation options. All employees that work at sites with active CTR programs are potentially eligible.

**Due to WSDOT's CTR program, a total of 1,151 out of 5,114 (23 percent) eligible WSDOT employees currently participate in the CTR program statewide.** Individual site program elements may vary because they are specifically customized to meet the transportation needs and characteristics of the region or site.

3:P65:DP/CTR

Most Washington State Department of Transportation (WSDOT) employees have a variety of programs to choose from when considering their commute alternatives including:

- **Riding or driving with someone else,**
- **Riding the bus,**
- **Using an alternative work schedule,**
- **Working from home,**
- **Biking to work, and/or**
- **Walking to work.**

To qualify for most incentive or subsidy program benefits, employees must:

- Be employed by WSDOT,
- Plan to participate a minimum of two months,
- Formally register with the site/region Commute Trip Reduction (CTR) program, and
- Comply with the “60/60 Rule” requiring employees to use one of the commute alternatives listed above for 60 percent of their commute days, and 60 percent of their commute distance. (See page 3-2 for more information.)

All employees may not be able to participate in CTR due to their remote locations, job types, site size, or due to limited alternative transportation options available.

The department assumes no liabilities for any accidents or incidents occurring while employees are participating in CTR or alternative mode commute activities.

Commute ridesharing is not considered a “scope of work” activity and alternative commute mode users are exempted from industrial insurance coverage or Worker’s Compensation (RCW 51.08.013). The only exception to this is approved telework arrangements at a worksite other than the office when the employee performs “scope of work” duties.

## **WSDOT's FlexPass**

The WSDOT FlexPass is an annual transit pass that allows eligible WSDOT employees working in the Northwest Region, Olympic Region, Olympia Service Center, or Washington State Ferries (WSF) to ride any Metro, Community Transit, Intercity Transit, or Pierce Transit bus anywhere they operate.

The WSDOT FlexPass program is a CTR pilot project. If proven successful, it could be implemented in other WSDOT regions around the state with cooperating transit systems.

In addition to transit subsidies, the FlexPass also entitles WSDOT employees choosing to vanpool a maximum subsidy of \$50 toward their vanpool costs. The amount of the subsidy is based on the out-of-pocket expense paid by the employee for monthly vanpool participation. Many WSDOT vanpoolers no longer use voucher coupons to pay for vanpool fares. Through the FlexPass agreement, WSDOT pays a maximum of \$50 for an employee's vanpool fee directly to the correct vanpool provider (Metro, Community Transit, Intercity Transit, or Pierce Transit).

WSDOT employees participating in the FlexPass program still have a Guaranteed Ride Home option, or free taxi ride home in the event of an emergency. This is also offered through the CTR program in conjunction with Washington State Department of General Administration. See page 2-11 of this manual for more information about Guaranteed Ride Home.

### ***Who Is Eligible for a FlexPass?***

All WSDOT employees working on a full-time, permanent basis may receive a FlexPass.

Under the current contract, the FlexPass is free to eligible employees at the Northwest Region, Olympic Region, Olympia Service Center, and WSF.

The WSDOT FlexPass is non-transferable. The WSDOT employee is the only legal user. The employee's family members are not legal users of the FlexPass.

### ***What Do I Have to Do If I Accept a FlexPass?***

WSDOT employees who accept a FlexPass are CTR participants. The same CTR requirements that apply to FlexPass holders also apply to other CTR participants. FlexPass holders must:

- Complete the CTR Registration Form (WSDOT Form 310-104EF) which is also available on the CTR website at: [www.wsdot.wa.gov/pubtran/ctr/ctr\\_documents.htm](http://www.wsdot.wa.gov/pubtran/ctr/ctr_documents.htm).
- Sign a FlexPass User Agreement.
- Turn in the easy-to-complete, monthly CTR tracking sheets (WSDOT Form 310-100EF) to their CTR representatives at the end of each month or no later than the fifth of the following month, so the CTR program can continue to evaluate and improve the program.
- Use the FlexPass issued to them for their own transportation only.

- Return their FlexPass immediately upon request or termination of employment with WSDOT. If the FlexPass is not returned, the employee authorizes the actual cost of the FlexPass to be withheld from their paycheck for each remaining month in the contract.
- Pay a charge of \$50 to replace a lost or stolen FlexPass. An employee can replace a lost or stolen FlexPass one time per year by paying this charge. (A non-functioning FlexPass will be replaced at no charge.)

### **How Does the FlexPass Work?**

The WSDOT FlexPass is simply a way to provide WSDOT employees transit and vanpool subsidies. It provides the same subsidies as the Commuter Bonus Vouchers or Invoice Vouchers in a different way. Commuter Bonus Vouchers are coupons participating employee receive at the end of each month. The FlexPass is valid for one year. See the table below for an example:

**Example 1 — Two Months Using Commuter Bonus Vouchers**

<b>May 1</b>	<b>May 31</b>	<b>June 1</b>	<b>June 30</b>
<ol style="list-style-type: none"> <li>1. Join CTR program as a transit rider.</li> <li>2. Read CTR materials explaining that you will receive a reimbursement at the end of the month only good for transit rides.</li> <li>3. <b>Purchase bus pass out of pocket.</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Turn in CTR Tracking Sheet and bus pass receipt to receive \$50 in Commuter Bonus Vouchers as reimbursement for the month of May.</li> </ol>	<ol style="list-style-type: none"> <li>1. Purchase a bus pass for June with \$50 in Commuter Bonus Vouchers you received for May.</li> </ol>	<ol style="list-style-type: none"> <li>1. Turn in CTR Tracking Sheet and bus pass receipt.</li> <li>2. Receive a FlexPass from CTR Representative instead of Commuter Bonus Vouchers, after filling out required paperwork.</li> </ol> <p>FlexPass is good for the same \$50 subsidy as Commuter Bonus Vouchers and more.</p>

**Example 2 — Two Months with FlexPass**

<b>July 1</b>	<b>July 30</b>	<b>August 1</b>	<b>August 14**</b>	<b>August 30</b>
<ol style="list-style-type: none"> <li>1. Use FlexPass to receive same number of bus rides as previous month — maybe even one or two more on the weekends.</li> </ol>	<ol style="list-style-type: none"> <li>1. Turn in CTR Tracking Sheet.</li> </ol>	<ol style="list-style-type: none"> <li>1. Use FlexPass again to receive any number of bus rides.</li> </ol>	<ol style="list-style-type: none"> <li>1. Move into new apartment in an area without transit service.</li> <li>2. Leave CTR program.</li> <li>3. Turn in FlexPass card to CTR representative.</li> </ol>	<ol style="list-style-type: none"> <li>1. Use other mode of transportation to get to work.</li> </ol>

**\*\*Note:** If you had been using Commuter Bonus Vouchers for the last month, you would have had to purchase that month's transit pass and received no subsidy. With Commuter Bonus Vouchers, you only receive a cash subsidy for your last month if you complete the month and comply with the 60/60 Rule.

***Frequently Asked Questions About the FlexPass***

- Q. Is the FlexPass a new and separate program from the Commuter Bonus Voucher/Invoice Voucher program?

No, it simply provides the same subsidy to employees in a different way, using a different media.

- Q. In what instances would employees be reimbursed in cash for Commuter Bonus Vouchers/Invoice Vouchers?

If the employee participated in CTR before the FlexPass program was implemented and chooses to leave the CTR program after completing a full month of participation (uses an alternative commute mode for 60 percent of the time and 60 percent of the distance, turns in tracking sheet, turns in necessary receipts, and all other CTR requirements are met). Employees choosing to be reimbursed through this channel are no longer eligible for WSDOT's CTR program.

- Q. Why does an employee who never participated in CTR get a FlexPass without paying up front, when those who participated before the FlexPass became available had to pay for their first month?

The Commuter Bonus Voucher/Invoice Voucher system was set up that way to comply with Article 8, Section 5, of the State Constitution. This article prohibits the state from lending or giving credit.

The FlexPass does not lend public credit because the FlexPass card does not have a monetary value until the employee uses it to ride the bus. The FlexPass cards can, in no instance, be turned in by an employee for cash reimbursement. In order to keep the FlexPass cards, employees must demonstrate they are using them for commuting purposes by submitting a monthly tracking sheet at the end of each month or no later than the fifth of the subsequent month.

## Transit and Vanpool Subsidy Program

To be eligible for WSDOT's transit/vanpool subsidy program, employees need to choose either transit or vanpooling as their primary commute mode. (For more details, see "60/60 Rule" on page 3-2.) The first two months of an employee's participation in CTR are considered a trial period and the 60/60 Rule does not apply.

### Definition of Vanpool

A vanpool is a group of seven (7) to fifteen (15) people [or five (5) to seven (7) people for a mini van] traveling together for their commute trip that results in the reduction of a minimum of one motor vehicle trip. Vanpool riders are charged a monthly fare to compensate for the cost of leasing, maintaining, and operating the van. (*Definition from Commute Trip Reduction Task Force Guidelines, page 14, revised 1997.*)

Taking children to and from day care and/or school alone does not constitute a vanpool because no vehicle trip is eliminated.

The driver of the vanpool vehicle must be a state employee if the vehicle is to be parked in a state worksite parking lot. However, not all members of the vanpool need to be state employees.

### Transit/Vanpool Subsidy Payment Options

1. Participants at WSDOT worksites where FlexPasses are not available are paid through **CTR Warrants/Checks (DOT Form 342-001)** reimbursement system, or **Commuter Bonus Vouchers** issued in \$5, \$10, and \$25 checks that are accepted at transit pass sales outlets or applied towards vanpool fares.

Both the Commuter Bonus Voucher system or the Cash Warrant system are considered subsidies to offset commute costs only. With the exception of the first month of CTR participation, subsidies will not be furnished in advance, but at the end of the month in which reimbursement in the form of Commuter Bonus Vouchers or check/warrant is requested. To receive Commuter Bonus Vouchers or check/warrant reimbursements each month, employees must confirm their CTR participation by:

- Submitting a monthly CTR tracking sheet (see Appendix B, WSDOT Form 310-100EF) to the CTR representative by the fifth day of the following month;
- Attaching a copy of their bus pass or sales receipt; and
- Submitting a vanpool receipt or ridership receipt showing actual, net commute cost.

Vanpoolers with fares of \$50 or more are eligible for the maximum *Commuter Bonus* subsidy of \$50. Vanpool fares that are less than \$50 are subsidized at a level rounded down to the \$5 increment closest to their fare. For example, if the vanpool fare is \$38, the employee receives a *Commuter Bonus* subsidy of \$35.

## ***What Are My CTR Options?***

2. Participants at WSDOT worksites where FlexPasses are available provide a photo copy of the **FlexPass** to their vanpool bookkeeper along with their participation record to receive a monthly vanpool subsidy.

The FlexPass covers vanpool fare up to \$50. Vanpool fares over the \$50 are the responsibility of the employee.

## ***IRS Rules***

Eligible employees who commute by bus, ferry, or vanpool may participate in WSDOT's fare subsidy program. The subsidy limit is \$50 per month per employee. Transit subsidies and subsidies for "IRS-qualified" vanpools are tax free.

In order for the vanpool subsidy to receive tax-free status, the following IRS rules apply:

According to the transportation fringe benefit legislation passed in 1993, IRS Title XIX, Subtitle A, if a vanpool meets the requirement of a "Qualifying Commuter Highway Vehicle" the first \$65 per month of a vanpool subsidy or income benefit are tax free. In 2000, the maximum tax-free income benefit increases to \$100. Any additional income benefit is taxable and the responsibility of the employee receiving the benefit.

A "**Qualifying Commuter Highway Vehicle**" is a vehicle with seating capacity of at least six adults excluding driver meeting the 80 percent vehicle mileage rule. This rule states that 80 percent of the vehicle mileage use must be reasonably expected to be:

1. For commute purposes, and
2. On trips during which the number of employees transported for commuting is on the average at least half of the seating capacity.

## Incentive Program for Bikers, Walkers, and Carpoolers

This program is different from the Transit/Vanpool Subsidy Program. It is considered an incentive to use the walking, bicycling, or carpooling modes. The cash incentive is added to the employees paycheck each month, unlike the subsidy which is allocated to the employee in the form of vouchers, coupons, or a pass.

To become eligible for the incentive program, employees must carpool, walk, or bike as their primary commute mode and register with the CTR program. If employees use various modes equally that are part of different programs, such as bicycling and taking the bus, they need to decide in which program they want to participate (“Transit Subsidy” or Bike “Incentive Program”).

Employees cannot enroll in both programs at the same time or claim commute cost reimbursements or incentive payments from both. However, **as explained in the 60/60 Rule section on page 3-2, employees may mix modes to meet the eligibility** as long as the mode(s) for which they receive payment remains the primary mode. The 60/60 Rule does not apply during the first two months as this is considered a trial period.

### ***Carpool, Bike, Walk Incentive Payment Process***

This incentive payment is not tax free. The IRS treats incentive payments as income. The incentive maximum is \$35 per month. The 60/60 eligibility rule (see “60/60” Rule, page 3-2) applies to the carpool, bike, walk incentive as well.

The CTR tracking sheet (WSDOT Form 310-100EF) is used to document an employee’s monthly use of the various commute modes. CTR representatives send payroll reports to Olympia Service Center indicating those eligible to receive the monthly incentive. The incentive is added to the second paycheck of the month issued on or near the twenty-fifth of each month. If employees fail to submit CTR tracking sheets on or before the fifth of each month, payment may be withheld.

### ***Definition of a Carpool***

A motor vehicle occupied by two (2) to six (6) people traveling together for their commute trip that results in the reduction of a minimum of one motor vehicle trip. *(Definition from Commute Trip Reduction Task Force Guidelines, Chapter 1, Section 4, July 1992.)*

Persons under 16 years of age commuting in a carpool do not count as carpool members because they do not eliminate a vehicle trip. *(Definition added in State Government CTR Plan, “Carpooling with Personal Vehicles,” Chapter 2, page 5, April 1993.)*

Riders typically prorate and share the cost of fuel and/or take turns driving in their personal vehicles. Not all members of the carpool need to be state employees. The driver of the carpool vehicle must be a state employee if the vehicle is to be parked in a state worksite parking lot.



## ***What Are My CTR Options?***

Carpooling may include, but is not limited to:

- Being dropped off by a carpool at the worksite,
- Driving alone to a park and ride lot and joining a carpool, or
- Carpooling with an adult (16 or older) family member to school or a worksite.

However, carpooling does not include:

- Being dropped off by a friend or family member who returns home (this actually adds daily trips),
- Sharing the ride with someone younger than 16 (he or she is not a potential driver), or
- Driving to the corner of the worksite parking area or street and picking up a fellow employee before parking.

A carpooler needs to be in a rideshare mode **at least 60 percent of the total commute distance (from home to work)**. CTR representatives may make exceptions in certain situations when the applicants use dual modes (e.g., walk and carpool) or fall between 50 and 60 percent of the total commute distance.

## ***Bicycling and Walking***

Bicycling and walking as commute modes offer several benefits. These commute modes produce no pollution, consume no fossil fuel, and save money for employees. In addition, bicycling and walking can provide access to transit and may be an essential link if buses do not stop close to the worksite.

Biking and walking also offer health benefits enjoyed by many employees. Both modes can be used to cover the entire commute trip or a partial trip. Employees may consider driving to a park and ride lot and biking or walking the remainder (but at least 60 percent) of the commute trip distance.

**The CTR law provides employers 20 percent extra commute trip reduction credit for bicycling and walking commute trips.**

Some transit agencies have ridematch programs and accept requests to find walk or bicycle commute partners. Check with local transit agencies for details.

Many people commute by biking or walking year round. However, others choose to bike and walk when the weather is more favorable. Both groups can participate in the CTR program if they can commit to a minimum of two consecutive months of participation and use these modes in accordance with program eligibility rules.

## Other TDM Programs, Services, and Information

### ***Fleetrade Program***

If available, department fleet vehicles may be used for commute ridesharing to reduce SOV trips. This use has to be before and after business hours and cannot interfere with the business use of the vehicle. It is important to have an alternative fleetcar identified in case the primary car is not available to the rideshare group.

The WSDOT CTR program does not currently subsidize fleetrade, so the cost has to be paid by the rideshare group. Current fleetrade charges for a standard sedan type car are between \$1.80 to \$2.65 per hour per vehicle (depending on the type of vehicle). The minimum charge is one hour per day per vehicle. This cost includes fuel and maintenance. A minimum of two state employees is required, of which one has to be a WSDOT employee.

Fleetrade arrangements, other than “qualified” vanpools (see “Vanpool Subsidy” section for IRS definition of “qualified”) also incur a taxable income benefit of \$3 per person per round trip, per day. This amount is considered a non-cash income benefit. The individual’s share of the fleetrade cost is subtracted from the total monthly income benefit and the remainder is taxable. See the WSDOT *Fleetrade and Vanpool Manual* or visit our website at: [www.wsdot.wa.gov/pubtran/ctr/ctr\\_documents.htm](http://www.wsdot.wa.gov/pubtran/ctr/ctr_documents.htm).

### ***Fleetrade Carpool and Vanpool Cost Example***

The following are a list of factors in the carpool and vanpool fleetrade examples.

- One car fleetrade unit.
- One van fleetrade unit that meets the 80 percent rideshare vehicle mileage rule and minimum occupancy standard to qualify for HOV Tax-Free Fringe Benefits.
- The employees in both vehicles commute 2 hours per day.
- Both units use a normal (5/8s) work schedule and 21 average work days apply.
- Both the vanpool and carpool drivers’ insurance cost went up by \$10 per month which is prorated among participants in unit.
- The car has two participants
- The van has seven participants.
- The IRS Income Benefit is \$3 per day per round trip for fleet vehicle use.
- Assuming an individual tax rate of 30 percent.

## What Are My CTR Options?

### Carpool Fleetride Charge:

Hourly TEF Rate per Car: \$ 2.00  
x Monthly Hourly Use: 42 hours  
= Monthly Cost per Car: \$84.00  
/ Number of Participants: 2

### Qualified Vanpool Fleetride Charge:

Hourly TEF Rate per Van: \$ 2.65  
x Monthly Hourly Use: 2 hours  
= Monthly Cost per Van: \$111.30  
/ Number of Participants: 7

### Monthly Fleetride Cost per Person:

Individual Fleetride Charge: \$42.00  
+ Personal Insurance: \$ 5.00  
= Individual Cost Sub Total: \$47.00

Individual Fleetride Charge: \$15.90  
+ Personal Insurance: \$ 1.43  
= Individual Cost Sub Total: \$17.33

Working days 21  
x Daily IRS Income Benefit \$ 3.00  
= Monthly IRS Income Benefit \$63.00

Working days 21  
x Daily IRS Income Benefit \$ 3.00  
= Monthly IRS Income Benefit \$63.00

- Individual Fleetride Charge \$42.00  
- IRS HOV Tax Credit \$00.00  
Taxable Benefit Value: \$21.00

- Individual Fleetride Charge \$17.33  
- IRS HOV Tax Credit \$65.00  
Taxable Benefit Value: \$00.00

(Taxable Benefit) x (tax rate 30%)

= Income Benefit Tax Cost: \$ 6.30  
+ Individual Cost Sub Total: \$47.00

(Taxable Benefit) x (tax rate 30%)  
= Income Benefit Tax Cost: \$00.00  
+ Individual Cost Sub Total: \$17.33

= Total Monthly Cost per Person: \$53.30  
(two participants)

= Total Monthly Cost per Person: \$17.33  
(seven participants)

## Alternative Work Schedule Program

WSDOT provides employees as much individual work schedule flexibility as possible to help them choose a commute alternative to driving alone. Alternative work schedules let employees eliminate at least one work day every two weeks by working longer hours during the remaining days. This results in fewer commute trips during traditional rush hours and a monthly SOV rate reduction of 10 to 20 percent.

Work schedules best suited to achieve SOV reductions are 4/10s with one day off every week, 8/9s with 1/8 and one day off every other week; or 4/9s plus one 4 hour day spent working from home. Talk to a supervisor to determine what option is the most suitable. The Human Resources Office can provide a list of all pre-approved and special WSDOT work schedule options and WSDOT's alternative work schedule policy. A copy of the policy is available from the CTR representative or on the CTR website at: [www.wsdot.wa.gov/pubtran/ctr/ctr\\_documents.htm](http://www.wsdot.wa.gov/pubtran/ctr/ctr_documents.htm).

## ***Telework Program***

Teleworking allows employees to reduce or shorten commute trips by working at home or a satellite office one day a week on average. Partial telework days do not qualify for this program. To qualify, a telework day must reduce at least one commute round trip.

It is WSDOT's policy to give maximum consideration to telework arrangements if suitable to an employee's job type. The goals for WSDOT's Telework Program are as follows:

- Increase employee performance,
- Increase employee job satisfaction, and
- Expand recruitment and retention opportunities.

Teleworking does not necessarily involve a computer. However, if an employee is using WSDOT equipment at a location other than their assigned worksite, MIS or Computer Support Services will provide a limited amount of technical support over the phone. Contact the CTR representative to receive a copy of WSDOT's *Telework Manual*, M 3020.00, or visit the CTR website at: [www.wsdot.wa.gov/pubtran/ctr/ctr\\_documents.htm](http://www.wsdot.wa.gov/pubtran/ctr/ctr_documents.htm).

While the TDM program does not provide an incentive or other subsidy payment for telework as an alternative commute mode, telework days do count toward meeting the 60/60 Rule if the employee is participating in the subsidy or incentive program.

Telework cannot serve as an employee's primary commute mode. For example, if a month has 22 workdays, an employee who chooses transit as a primary commute mode could also telework for up to 7 days (no more than 50 percent of the necessary alternative commute days).

## ***Guaranteed Ride Home Program***

The Guaranteed Ride Home (GRH) program offers an "insurance policy" to employees who use alternative commute options either on a regular or occasional basis.

Employees using alternative commute modes (other than teleworking) at least once a week on a regular basis are eligible for the GRH program. **Employees must be registered with the internal TDM/CTR Program** (see pages 3-1 and 3-2 for more information).

The program provides eligible employees a ride home in case of **unplanned** situations such as family emergencies, illness, or unscheduled overtime. Planned or scheduled trips such as a doctor's appointment or overtime for a project which was known prior to coming to work are not authorized GRH trips. At most sites, employees are limited to 12 trips per year with no more than six trips due to unexpectedly working late.

## **What Are My CTR Options?**

### Option 1:

Each site has a specific program in place. Most sites use the taxi voucher/coupon system. This is usually a special contract with the local transit agency or CTR jurisdiction. Contact a CTR representative to receive a voucher for a free taxi ride, up to 60 miles. The CTR representative will make the arrangements with a specific (transit agency contracted) taxi company and pre-authorize the trip.

### Option 2: (only if option 1 is not available)

Some remote locations do not have a taxi voucher/coupon system. At those sites, or in situations where the taxi would take too long to arrive, and after approval by the CTR representative or manager, employees may use fleetcars. They also may have a fellow employee, in his or her private car, provide a ride home. (**Note:** Family members or non-state workers may not ride in fleetcars.) Fellow employees who provide a GRH ride are on “state time” and will be reimbursed for mileage.

### Options 3: (only if options 1 and 2 are not available)

If neither the fleetcar nor the fellow employee option is available, employees may also rent a car and will be reimbursed for the cost up to \$50. The trip destination, intermittent stops, and purpose needs to be documented when the reimbursement request is made.

The CTR Registration Form (WSDOT Form 310-104EF) contains a portion that requires proof of valid driver’s license and auto insurance if an agency vehicle should be used for GRH purposes. The use of agency cars for GRH is different than that for business purposes as personal insurance provides primary insurance coverage. This information has to be on file before any use of agency vehicles for GRH purposes can be authorized.

**When taxi vouchers are available, use of state cars is not authorized unless specifically permitted by the CTR representative in certain emergency situations.** Currently, most employees in Thurston County, the Spokane area, and the Seattle area have access to vouchers for GRH trips and do not need to complete the insurance/license section of the registration form.

Please talk to the CTR representative for details and check the building commuter/info board for updated information before a GRH situation occurs to become familiar with specific site procedures.

## **Business-Related Trips**

Whenever possible, pick up the phone and find someone who is heading for the same meeting, conference, or town and share the ride. Chances are that, at any given day, there is at least one fellow employee who is going the same direction. While the program’s primary focus is on commute trips, the department also encourages employees to share business related trips and avoid driving alone. It not only reduces vehicle-miles-traveled, but also saves scarce agency resources.

In addition, find alternative ways to conduct meetings such as conference calls. This will eliminate many SOV trips and saves time for each participant.

To assist employees who do not bring their personal cars to work, many sites provide fleetcars for business trips. In addition, some sites have bicycles and umbrellas for check out to encourage non-motorized short business travel. Shuttle services and public transit are also available at some sites to accommodate some work related trips. The program staff are currently examining other options to enhance business related ridesharing such as the FlexPass program and incentives for seeking business-trip rideshare partners.

### ***Ridematching***

CTR representatives will provide names of coworkers with compatible commute routes and work schedules. Also, the local transit agencies offer free regional computerized ridematch services.

### ***Preferential Parking***

Preferential parking is set aside for carpools and vanpools at most WSDOT sites. Also, some worksites offer a limited number of free parking passes each month to CTR program participants if they use alternative modes for at least 60 percent of their commute trips. Contact the CTR representative about permit procedures at the worksite.

### ***Showers/Lockers/Bicycle Facilities***

Many of our sites have shower facilities. In addition, we have placed lockers and bicycle racks at all facilities where a need was identified. If the worksite has participating employees who walk or bicycle on a regular basis and no lockers or bike racks, contact the CTR representative to request these facilities.

### ***Promotional Activities***

Many sites offer annual promotional events such as Oil Smart Month and Rideshare Week. These events and competitions often involve the local community, and a variety of drawings and prizes are offered to motivate employees to try alternative commute modes.

### ***Ferry "Fast Lane"***

Carpools registered with WSF have special access to the docks and guaranteed priority loading. Employees must pay the regular commuter fare for the car and driver. To request a permit application or get more information, contact Nicole Patrick at WSF.

4:P65:DP/CTR



**Who Do I Contact If I Have Questions?**

The Commute Trip Reduction (CTR) law requires each CTR affected worksite to designate an Employee Transportation Coordinator to help employees find commuting alternatives. The Washington State Department of Transportation (WSDOT) program established a comprehensive statewide network of CTR representatives who will provide assistance to employees. All CTR representatives are trained and experienced in CTR program administration.

Most CTR representatives are transportation planners with extensive experience in TDM programs. CTR bulletin/rideshare boards or other visible locations display names and phone numbers of CTR representatives (also see listing below).

**To get started, complete the CTR Registration Form.** See Appendix A or visit our website at: [www.wsdot.wa.gov/pubtran/ctr/ctr\\_documents.htm](http://www.wsdot.wa.gov/pubtran/ctr/ctr_documents.htm). Specific program procedures may differ as the various WSDOT worksites are serviced by different transit agencies and use different Guaranteed Ride Home service providers, so contact the CTR representative for specifics. Once registered, the CTR representative will verify the information provided and process the application.

Call or e-mail the CTR representative below for assistance in exploring commute options.

**Commute Trip Reduction Program Contacts**

<b>Region</b>	<b>Name</b>	<b>Location</b>	<b>Phone</b>	<b>WSDOT Mailstop</b>
<b>Olympic</b>	T.J. Nedrow	Tumwater	360-357-2728	47440
<b>Olympia Service Center</b>	Megan Roberts	Olympia	360-705-7845	47387
<b>Southwest</b>	Faye Jenkins-Edwards	Vancouver	360-905-2054	S15
<b>South Central</b>	Jeff Sommerville	Union Gap	509-575-2766	none
<b>North Central</b>	Fred Suter	Wenatchee	509-667-2908	none
<b>Eastern</b>	Jana Augenstine	Spokane	509-324-6188	none
<b>Northwest</b>	Bob Caldwell	Seattle	206-440-4738	NB82-123
<b>Washington State Ferries</b>	Nicole Patrick	Seattle	206-515-3496	TB-32
<b>Program Coordinator</b>	Paula Reeves	Olympia	360-705-7925	47387



## **What is the “60/60” Eligibility Rule for Financial Subsidies/Incentives?**

To be eligible for CTR program benefits, commute to work in one of the various ways other than driving alone, including:

- Riding or driving with someone else,
- Riding the bus,
- Walking to work,
- Bicycling to work,
- Vanpooling,
- Compressing work weeks, and/or
- Working from home.

### **60/60 Rule**

WSDOT employees must use one or more of these commute alternatives for at least 60 percent of their commute distance and 60 percent of their regular monthly work days. They must pledge to participate a minimum of two months to be eligible. Regular monthly work days include sick days, vacation days, or business trip days.

Each CTR participant must identify a primary mode. A combination of all modes listed above is possible to meet the 60/60 Rule as long as the mode(s) for which the employee receives payment and is registered for remains the primary mode.

Telework days may be included in the total count, but may not be the employees primary commute mode. (See page 2-11 for more information about Telework.)

Here are the most commonly used work schedules, average monthly work days, and the average days needed per month to qualify:

<b>4/10s (four days off):</b>	<b>17 average workdays,</b>	<b>need 10 HOV days/month</b>
<b>8/9s (two days off):</b>	<b>19 average workdays,</b>	<b>need 11 HOV days/month</b>
<b>5/8s (regular):</b>	<b>21 average workdays,</b>	<b>need 13 HOV days/month</b>

For example, choose “carpool” as the primary mode when registering and participate in the carpool incentive program. If an employee has a 4/10 work schedule, this means there are 17 average regular workdays. So, an average of 10 days using one or more of the modes listed above are needed to qualify (60 percent of normal work schedule days). If the one way commute distance is ten miles, find an alternative to driving alone for 6 miles to qualify (60 percent of commute distance).

For example, during May an employee rode or drove with someone else six days, went on business trips on two days, was sick on one day, worked from home six days, and rode the bus two days because their carpool partner was sick. This shows a total of 14 HOV days (six carpool, two bus; six telework) which can be counted. The alternative mode use for the month is 82 percent (well over 60 percent):

14 (HOV days) / (divided by) 17 (regular work schedule days) = 82.4 percent.

### ***Four Exceptions to the 60/60 Rule***

1. The first two months of participation are considered a trial period and new participants do not have to meet the 60 percent rule during this time.
2. If the HOV day count falls between 50 to 60 percent and this is not a consistent pattern, but rather a one time occurrence, the CTR representatives have discretionary authority to approve payment.
3. Each employee has one annual “exception” (per calendar year) they can use in order to receive subsidy or incentive payments, if they did not meet the 60/60 Rule (for example when absent for more than half of the workdays due to vacation, business trips, or sick leave).
4. Lead CTR representatives have discretionary authority\* to disapprove subsidy or incentive payments any time in case of abuse or if submission deadlines are not met or approve in case of one-time, special employee circumstances.

**\*Note:** Lead CTR representatives may delegate this authority to others with proper training if appropriate.

### ***How Flexible is the CTR Program?***

Agency CTR funds are specifically designated to be used to encourage non-SOV commute trips. Subsidy and incentive payments are provided as a commute reimbursement to use alternative modes to and from work. They should not be paid for periods of time on vacation, sick leave, or on a business trip as employees do not incur work trip commute costs on these days (or in case of business trips, are being reimbursed for such in other ways).

However, **the program provides flexibility**. It is not impossible to meet the 60 percent HOV usage rule even if away on business or using SOV for one to two weeks. The “other 40 percent” allow a number of days for occasional job trips, jury duty, sick leave, vacation leave, or SOV use. In addition, CTR participants have one exception per year or one month to drop below the 60 percent requirement.

Again, our priority is to meet the needs of employees and help them make alternative transportation arrangements. CTR representatives will work with individual employees to find other options if they cannot commit to 60 percent on a regular basis. Regardless of percentage use, all employees who use alternative options, with the exception of teleworking, are eligible for Guaranteed Ride Home services if they are registered with the program.

## **Tracking the CTR Program**

Upon registration, employees will receive either a paper or an electronic CTR Tracking Sheet to assist them in keeping “track” of the various commute modes used each month.

These Tracking Sheets are to be submitted (paper copy or e-mail) to the CTR representative in order to receive financial incentives or subsidies at the end of each month. **They need to be submitted no later than the fifth of the month following the month for which reimbursement is requested to allow time for processing.**

The commute data will be entered into a data base to allow for program evaluation and CTR progress reporting to WSDOT management and local CTR jurisdictions. However, all information provided on registration forms is ***confidential*** and not available to anyone other than the CTR representative.

See Appendix B for a paper copy of WSDOT’s electronic CTR Tracking Sheet.

## **CTR Programs Differ From Worksite to Worksite**

Not every worksite may offer all program elements and not all worksites are part of a formal CTR program. Commute subsidies are not an entitlement or benefit but are used to target specific sites or regional commute transportation problems.

Programs are customized and depend on available program funds; SOV/VMT goal attainment; priority of modes and potential negative modes shift, such as moving from transit to carpools; availability of CTR representatives; management support; and availability of area or regional alternative transportation options such as vanpool or transit services. The overall priority for incentives are vanpool and transit.

However, even if the worksite does not provide a financial subsidy program, use of alternative commute options is encouraged. An employee's personal cost savings and other personal benefits, as outlined previously, will be well worth the effort. CTR representatives will assist employees, whenever possible, with finding alternative commute arrangements.

*5:P65:DP/CTR*



The Commute Trip Reduction (CTR) law, RCW 70.94.524-551, passed in 1991, mandates each affected worksite offer a CTR program. In addition, affected employers must maintain a minimum program as defined by the law including:

- Appointment of an Employee Transportation Coordinator (ETC),
- Distribution of information on alternative modes of transportation,
- Development of a worksite CTR program,
- Submission of an annual progress report,
- Provision of survey data during measurement years,
- Implementation of measures to reduce employee drive alone commuting, and
- Making a good faith effort to achieve single-occupant-vehicle (SOV) and vehicle-miles-traveled (VMT) goals.

During the 1993/1995 biennium, the Washington State Department of Transportation's (WSDOT) CTR program received a \$500,000 appropriation from the legislature. The legislature removed this funding during the 1995 Session and other programs absorbed these funds. However, the legislature simultaneously passed SSB 5084 allowing state agencies to use internal program funds and/or charge parking fees to support agency CTR programs.

SB 5084 also directed agencies to assemble an agency advisory committee with representation from unions, employees, and management. The charge of the advisory committee is to formulate agency parking policies and, if so desired, optional parking fee strategies.

SB 5084 permitted the following individual funding options or any combination of the following options:

- Use of program funds;
- Reduction of any existing subsidies to ensure adequate funding for program administration;
- Contributions by WSDOT regional offices of a proportional share to the program;
- Generation of funds by setting parking fees at selected CTR sites; and/or
- Charging employees a transportation fee, "U-Pass" type program.

In 1995 when SB 5084 passed, program expenditures totaled \$70,000 (including one FTE). CTR staff determined that a \$15/month parking fee could generate \$12,660 statewide. However, staff identified potential parking revenue options as problematic because they are affected by the availability of alternative and free street or neighborhood parking and overall CTR program participation.

After reviewing findings from an Internal TDM/CTR Task Force report of the options, WSDOT's Executive Board made the decision to fund its CTR program through a \$5/month per FTE assessment, charged to each program for the period of July to December 1995. This process worked so well that in January of 1996, WSDOT's Executive Board voted to increase the monthly assessment per FTE to \$6.50/month.

By all standards, the WSDOT CTR program is achieving significant results.

WSDOT has assumed a leadership role among public and private employers in implementing worksite TDM programs.

Due to WSDOT's incentive programs, made possible with this funding mechanism, a total of 1,151 (23 percent) out of 5,114 eligible WSDOT employees currently participate in the CTR program statewide.

6:P65:DP\CTR

**What is Required?**

An important factor necessary for the success of Commute Trip Reduction (CTR) at the Washington State Department of Transportation (WSDOT) and other worksites is parking management.

RCW 43.01.225 requires each agency to adopt a parking policy that distributes employee parking spaces fairly and equitably in case demand should exceed supply. It also states, if demand exceeds supply, that preferences based on seniority or management level are not considered “equitable” distribution options.

The law also restricts agency lease agreements for parking spaces in excess of building codes after July 1997.

Agencies may also set employee parking rental fees:

- To support and provide funding for CTR programs, and/or
- To offset parking lease cost, or to offset parking management costs.

Agencies were also directed to establish a committee with representation from various employee groups, management, and unions to define parking space distribution and potential fees. In addition, the legislation removes the appropriation requirement for CTR funds and allows agencies to use internal funds to support TDM/CTR programs.

*In response to the legislation and adopted Task Force recommendations, an agency parking policy was drafted that includes the following provisions:*

**“....All worksites will conduct a base-line parking supply inventory....**

*The inventory will establish parking space demand and existing supply. Should the demand exceed supply, that is, if there are fewer parking spaces than employees who desire a parking spot, the worksite will have to adopt a parking program, using an equitable distribution method. No special preference is given to managers. Following the base-line survey, annual re-evaluation of existing parking supply compared to employee demand is recommended.*

*When determining available, existing parking spaces, certain priorities are to be considered. (See “WSDOT Parking Management Handbook” available through the CTR Representative or on our website at: [www.wsdot.wa.gov/pubtran/ctr/ctr\\_documents.htm](http://www.wsdot.wa.gov/pubtran/ctr/ctr_documents.htm).)*

**Visitor Parking**

Each worksite should set aside appropriate parking spaces with convenient access for customers and visitors.

**American’s with Disabilities Act (ADA) Compliant Parking**

Each worksite will reserve ADA spaces in compliance with ADA regulations.



## ***HOV Parking***

Each worksite that has employees participating in the Internal TDM Program using carpool or vanpool as the primary commute mode, will set aside HOV parking for eligible vanpools and carpools, in a preferential location, closest to the employee's building entrance. No other preferential parking needs, except for ADA/customer needs, have priority. The HOV parking spaces should be clearly signed as "Registered Carpools/Vanpools Only."

In addition, some parking spaces may be needed to accommodate the occasional parking needs of registered bicyclists, transit users, walkers, and full-time teleworkers who have to use their cars at times. These type of special parking uses and permits should be limited to six (6) times per month per person.

## ***Bicycle or Non-Motorized Parking***

Each worksite will set aside bicycle parking. At a minimum, the amount of bicycle racks or lockers should be sufficient to provide parking stalls for the equipment of all registered CTR bicycle participants and potential worksite visitors or customers.

The security and safety of the bicyclist and the bicycle should receive primary consideration when determining the location of bicycle racks or lockers. Whenever possible, bicycle racks should be placed in a building or other safe and sheltered location. If this is not possible, enclosed bicycle lockers should be placed at a parking spot close to the building entrance. This parking spot location should be as close to the building entrance as the closest regular SOV parking space.

7:P65:DP/CTR



Washington State  
Department of Transportation

## Commute Trip Reduction Program Registration

This form registers the following employee as part of the WSDOT Commute Trip Reduction Program.

(Please Note: This form has two pages - please complete both pages.)

Applicant's Name		Work Site Location		Mail Stop
Org. Code	Division/Region		Office/Branch	
Work Phone	Home Phone	Supervisor's Name		Supervisor's Phone
Applicant's Home Address			Distance From Home to Regular Work Site (One Way) <input type="text"/> Miles (Round to nearest tenth of a mile)	

**What is your primary commute Mode?** (Primary = Used at least 60% of total, monthly commute time.)

<input type="checkbox"/> Walking	<input type="checkbox"/> Bicycle	All Year? ... <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Carpool	Number of regular, full-time, commute carpool participants: <input type="text"/> Total ONE WAY commute trip miles shared driving with one or more participant: <input type="text"/>		
<b>Carpool Participant List</b>			
Name (Type or Print Clearly)	Signature	Work Site	Work Phone
<input type="checkbox"/> Transit	Agency: <input type="text"/>	Monthly Transit Pass Cost \$ <input type="text"/>	
	Route No(s): <input type="text"/>		
<b>Please attach copy of monthly pass.</b>			
<input type="checkbox"/> Vanpool	Agency: <input type="text"/>	Monthly Vanpool Fare Cost \$ <input type="text"/>	
	No. of Persons in Vanpool*: <input type="text"/>	Is this an Inter/ Multi-County Vanpool? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	(*Minimum of 7 required to qualify as Vanpool)		
<b>Please attach copy of monthly vanpool invoice.</b>			

On the average, **how many days per month** do you usually use this **primary** commute mode?  Days

Is this a new commute mode for you? ☐ Yes ☐ No If No, how long have you used this mode?

Do you have a **secondary** alternative commute mode? ☐ Yes ☐ No If Yes, what type:   
(Secondary = Used less than 60% of commute time, seasonal use, or used in combination with Primary mode.)

Are you currently teleworking? ☐ Yes ☐ No If Yes, how many days per month?  Days

Are you currently using alternative work schedules? ☐ Yes ☐ No

Schedule Type:  DOT Schedule No.   
(Example = 4/10's)



Washington State Department of Transportation		Commute Trip Tracking Sheet						
Last Name	First Name	Work Phone	Work Site / Office	Primary Commute Mode	Work Week	Work Hours		
<p style="text-align: center;">Please complete calendar entries for each day using letter corresponding to commute mode used and enter monthly totals for each mode.</p>								
		Month: <span style="border: 1px solid black; padding: 2px 10px;"> </span>		Year: <span style="border: 1px solid black; padding: 2px 10px;"> </span>				
<b>Code - Mode</b>	<b>Total Days for Month</b>	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
C - Carpool No. of Riders <span style="border-bottom: 1px solid black; width: 50px;"> </span>								
V - VanPool Avg. No. of Riders <span style="border-bottom: 1px solid black; width: 50px;"> </span>								
PT - Public Transportation Pass No. <span style="border-bottom: 1px solid black; width: 50px;"> </span>								
B - Bicycle								
W - Walk								
T - Telework								
<b>Total - All HOV and Non-Motor Days</b>								
<b>Total - SOV Driving Alone</b>								
<b>Total Work Days This Month (Including Sick/Vac. Leave, Bus. Trips (but NOT CWW Days))</b>								
<b>Alternative Mode Percent</b>								

**Codes:** SOV - Single Occupancy Veh.    B - Bicycle    SL - Sick Leave    CWW - Alternative Sched. Day Off  
C - Carpool    W - Walk    AL - Vacation    NW - Nonwork (jury duty, military, etc.)  
V - Vanpool    T - Telework    BT - Business Trip    HOLIDAY - state, national or personal  
PT - Public Transportation

☐ I certify that the above documented modes are true and accurate and reflect my true modes used this month. I am aware that I will be required to repay incentives if found to be false.

Date

**Incentive:** ☐ Approved ☐ Disapproved

**Exception Taken:**  

**ETC or CTR Representative**  

**Date**

DOT Form 310-100 EF  
Revised 1/99

